



The Family Center for Children And Youth with Special Health Care Needs
Between You and Me...
About Conference Scholarships



Caring for a child with special health needs is certainly an educational experience. Most of us have had to learn about conditions, treatments, and procedures that we would never have imagined.

Sometimes, the information we seek is really hard to find. Either the condition is extremely rare, or research and treatment are moving ahead so rapidly that the information available in writing is outdated.

We know that in order to give our kids the best possible care, we need to have relevant and current information. We also know that we often get the most helpful tips by talking with people who have experienced similar situations or who are on the same journey.

We are fortunate to have been granted a small amount of funding from the Children's Special Needs Fund to assist families in attending conferences that relate to caring for their child with special needs.

As you can imagine, the requests we receive usually exceed our budget so we have set up a few guidelines. Typically, we award one scholarship per person, or family, once every two years.

Here's how it works:

Write a letter to the Family Center for Children and Youth with Special Health Care Needs (FCCYSHCN). Tell us the name, date and location of the conference, (it's best to

send a copy of the conference brochure) why you want to go, a budget that describes the exact amount of funding you are requesting and a detailed itinerary/agenda with the day to day breakout sessions involved.

Mail or fax the request to:

Family Center for CYSHCN
320 S. Walnut St.
6th Floor
Lansing, MI 48913
Fax: (517) 241-8970

Staff within the Family Center will review the request and make a recommendation.

You will receive a letter informing you of the decision that has been made. If the scholarship has been approved, you will receive a letter of agreement, which must be signed.

Sign and return the agreement. Once the agreement is received the Family Center will issue a check for half of the amount requested in the application. This process usually takes up to 45 days.

Go to the conference, have a great time, and learn a lot! Come back home, collect all of your itemized receipts, and write a brief report that describes what you learned at the conference that you would like to share with other families.

Send us the report and all of the documentation materials from the conference. Once the documentation is received, we will process a check to you in the approved amount.



You have the opportunity to increase your knowledge on your child's health condition. At the conference you will have a chance to network with other parents, often from across the country, with similar interests.

We hope that you will share what you learn with other parents within the state of Michigan. We'll also use or summarize your participation in the conference in our updates to families of children with special needs. That is why it is very important that you write a conference report. We keep a copy of your report in our files for other parents who may want to attend the same conference in the future.

The report can be very simple. Follow this outline or use your own format:

- I. General Information – Conference Title, Dates, Location, etc.
- II. Sessions Attended – 2-3 sentence summary on each session
- III. What you Learned at the Conference
- IV. Would you Recommend this Conference to other families? Why or Why Not?

You have the responsibility to follow State of Michigan policy for travel expenses and ethics. The State has specific guidelines for allowable expenses, necessary receipts and timeliness for reimbursement. Please note that our scholarships can cover the following items when they are directly related to your conference attendance:

- Registration – will cover 1 parent or 1 parent/caregiver and 1 youth with special needs
- Transportation – Airfare for 1 parent or 1 parent/caregiver and 1 youth with special needs
- Lodging – will cover day before conference, if needed, through the end of the conference date
- Child Care – for child with special needs
- Meals not provided by conference – will cover for 1 parent or 1 parent/caregiver and 1 youth with special needs. State rates and rules apply (see enclosed document). Only non-alcoholic beverages will be included for reimbursement.

You must make all of your own arrangements for the above items, get itemized receipts for every approved expense, and return any unused scholarship money by the deadline.

If you receive additional financial support from another organization (such as a church, business or agency), please make sure you're clear on what expenses that organization will cover prior to completing the budget information within the Family Center conference scholarship application. This will insure that you seek the correct amount of funding from the Family Center.



The Family Center for Children And Youth with Special Health Care Needs
Conference Scholarship Application
Adult and Youth



Families who reside in Michigan are welcome to apply for a scholarship to help cover expenses for one parent and/or one youth to attend ***a conference related to their child's, or their own diagnosis, condition or treatment.*** We must receive your application at least 45 days before the start of the conference.

There are many worthwhile conferences related to children and youth with special health care needs. Because our funds are limited, we must make tough choices. When two or more persons want to go to the same conference, we typically can choose only one to attend. Priority is given to families who have never attended a conference. Also, conference scholarships are limited to one every two years.

Conference scholarships are funded by the Children With Special Needs Fund.

The donor-supported fund started in 1944 with a very generous bequest of Dr. James T. Pardee, a Dow Chemical Company founder and his wife. The Special Needs Fund supports unique services and projects for children with special health care needs that are not provided by state or federal funds.

The scholarship program is administered by the Family Center for Children and Youth with Special Health Care Needs. We are the parent-directed center within the *Children's Special Health Care Services Division* (CSHCS) of the Michigan Department of Community Health.

You will need to submit the conference information with estimated costs (i.e., program booklet, brochure, conference session information, airfare quote, lodging estimates).

Please complete the application on the following pages and mail or fax to:

***Family Center for CYSHCN
320 S. Walnut St.
6th Floor
Lansing, MI 48913
Fax: (517) 241-8970***

For information or assistance, please phone our *Family Phone Line*, **1-800-359-3722** and ask to speak with a staff person within the Family Center.



The Family Center for Children And Youth with Special Health Care Needs
Conference Scholarship Application
Parent and Youth



Parent or Youth (if applying for youth scholarship)

Name: _____

Address: _____ City: _____ Zip code: _____

Daytime Phone: () _____ County: _____

Name of Conference: _____

Dates: _____ to _____ Location (City, State): _____

1. Has your family received a conference scholarship from the Family Center CYSHCN?

☐ No

☐ Yes

2. Have you ever attended a conference related to you or your child with special needs diagnosis, condition or treatment?

☐ No

☐ Yes

3. How will you or your family benefit from attending the conference you propose?

4. What is your child's name and age (if applicable)?

5. What is your (for youth application) or your child's diagnosis?

For information or assistance, please phone our *Family Phone Line*,

1-800-359-3722 and ask to speak with a staff person within the Family Center.



The Family Center for Children And Youth with Special Health Care Needs
Conference Scholarship Proposed Budget



Please check all boxes that apply, provide necessary details, and total dollar amount requested for each item.

Registration Fees

- ☐ Conference registration \$
- ☐ One parent ☐ One youth

Transportation & Lodging

- ☐ Roundtrip airfare totaling \$
- ☐ One parent ☐ One youth
- ☐ Mileage reimbursement at .56 cents X miles \$
- ☐ Parking fees and Tolls in the amount of \$
- ☐ Ground transportation (taxi, bus, shuttle) in the amount of \$
- ☐ Lodging: \$ per night x number of nights \$
(Please remember to include taxes)

Other

- ☐ Meals (See state rates sheet enclosed) \$
- ☐ Childcare \$

TOTAL AMOUNT REQUESTED

\$

Attach conference brochure or program.

*****Please note: Itemized receipts, including tip amount, must be returned for reimbursement.**



The Family Center for Children And Youth with Special Health Care Needs Conference Scholarship Travel Rates and Guidelines



Effective October 1, 2014

Meals

Breakfast	\$10.25
Lunch	\$10.25
Dinner	\$24.25

Guidelines for meals:

1. Must provide itemized receipts detailing food, beverages, and tip amount.
2. Only non-alcoholic beverages are allowable for reimbursement.
3. Will reimburse either for one parent or one parent/caregiver and one youth per approved budget.
4. Meal rates are firm, therefore, we will not reimburse for amounts exceeding the above limits.
5. Tips are allowable for reimbursement and not included in above meal rates.
6. Tips will be reimbursed up to 20% of total bill.
7. Only meals not provided during conference will be approved for reimbursement.

Mileage Rates

\$.560 per mile

Guidelines for mileage:

1. Total roundtrip mileage will be verified for accuracy, you may use MapQuest or another mileage calculator to determine correct mileage.
2. You do not need to submit gas receipts, reimbursement is for miles travelled only.

Lodging Rates

1. Please make sure to account for any taxes that may not be included in the lodging rates suggested on conference brochure. Call hotel, if necessary, for any additional information needed.
2. Verify hotel parking rates, if needed, and include in your budget under parking.